

Commercial Clean Energy Rebate Program (CERP) Completion Certificate Form - Third Party-owned systems

This form should be used by Applicants seeking a Commercial Clean Energy Rebate Program award after the clean energy system has been installed, and can be used by Applicants who have or have not received a Commitment Letter from MEA. Properly review all forms and documentation for completeness prior to submitting a completion certificate to the Commercial Clean Energy Rebate Program offered through the Maryland Energy Administration (MEA). Be advised that any incomplete or missing information and documentation will prevent your application from being approved.

Checklist for Completion Certificate:

- Applicant and system information has been filled out completely, and signed and dated by Applicant (Completion Certificate may be submitted with a scanned copy of an original handwritten signature).
- Please include a valid Applicant email address for communication purposes.** MEA will use this information for matters related to the Clean Energy Rebate Program.
- Installing Contractor and project information, including hours worked, has been filled out completely.
- Permit and Inspection information has been included for all required permits.
- The Commercial Clean Energy Rebate Program Funding Opportunity Announcement has been reviewed. It can be found on the MEA website at:
<https://energy.maryland.gov/business/Pages/Incentives/CleanEnergyRebates.aspx>.

Supporting Documentation to be submitted with Completion Certificate:

Required Documents:

- A copy or screenshot of the Maryland State Department of Assessments and Taxation (SDAT) *Certificate of Good Standing* for the applying commercial entity.
- Documentation of Passed Final Inspections (a photocopy of the inspection sticker or copy of the report is sufficient).
- A copy of an itemized \$0.00 Balance Invoice from the Installing Contractor, or other documentation of payment deemed acceptable by MEA.
- A photograph of the complete system installation, including all PV and/or thermal panels, tanks, etc.
- An MEA Clean Energy Rebate Commitment Letter, signed and dated (if document has not already been signed and returned to MEA)
- A copy of the applicant's Internal Revenue Service (IRS) W-9 form (Available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- A site map exhibiting the location of the system, collectors, or modules on the roof or property (an image from Google Earth/Maps©, digital/print photograph is acceptable).

Historic Review

Clean Energy Rebates will not be awarded to projects which are deemed to create an adverse impact on the historical significance of a historical property, or district, as determined by the Maryland Historical Trust. Prominent installations of clean energy systems on historic properties or properties within historic areas will not qualify for this Rebate program. Additional information on this subject is contained in the Funding Opportunity Announcement for the Commercial Clean Energy Rebate Program.

Mail the Application Form and Supporting Documentation to:

Maryland Energy Administration
Attn: Commercial Clean Energy Rebate Program
1800 Washington Blvd., Suite 755
Baltimore, MD 21230

Section 1 - System Owner			
Business Name	Contact First and Last Name	Title	
Email Address	Phone Number		
Mailing Address	City	State	Zip Code

Section 2 -System Owner - AFTER REVIEWING THE FUNDING OPPORTUNITY ANNOUCEMENT AT <https://energy.maryland.gov/business/Pages/Incentives/CleanEnergyGrants.aspx>, REVIEW AND SIGN THE STATEMENT BELOW

I certify that I am authorized by the system owner to submit this application and to provide on behalf of the system owner all of the information contained in the application. The site owner cited in section 3 owns and controls the site of the "Project" that is the subject of this application. The site owner agreed to the construction and operation of the Project in accordance with all local, State, and federal permitting and licensing requirements, as well as the terms, conditions, and requirements of MEA's Rebate Program. The system owner has complied with all state laws, local ordinances and other legally binding requirements, and limitations outlined in the FY22 Commercial Clean Energy Rebate Program Funding Opportunity Announcement. To my knowledge, the clean energy system has been installed according to best practices and in accordance with all applicable Federal, State, and local laws, regulations and all other legally binding requirements, and the installation contractor information listed in Section 7 of this application is true and correct. The system owner has read and agrees to the Commercial Clean Energy Rebate Program Funding Opportunity Announcement. The system owner attests that it has not, and will not, knowingly make or cause to be made any false statement or report in any document required to be furnished by MEA in relation to the Rebate Program. For businesses and nonprofits: I affirm the system owner is a business registered to do business in the State of Maryland, and is in good standing with the Maryland State Department of Assessments and Taxation. If the applicant for funding is a unit of State or local government: The applicant attests that the project is in compliance with § 9-20B-05(m)(1) of the State Government Article, Annotated Code of Maryland. If the system owner applicant has received a Commitment Letter from MEA, and the proposed recipient of the Clean Energy Rebate Program award is the installer of the clean energy system: I attest that the Clean Energy Rebate Program Project that received a commitment letter from MEA prior to construction complied Section 9-20B-05(m)(2), State Government Article, Annotated Code of

Print Full Legal Name	OFFICIAL USE ONLY				
	D13	3	516S2	1298	
System Owner Federal Tax Identification Number	AGENCY	FUND	PCA	SUB-OBJ	FY
Handwritten Signature of Signatory	FTIN		AMOUNT		
X		MEA-			
	PM INIT	NUMBER	DATE RECEIVED		
Date Signed					
	MEA APPROVAL		FINANCIAL ADM APPROVAL		

PLEASE NOTE:

Your application is not valid unless it is signed.

DATE:	
POSTED:	

Section 3 - Site Owner			
Business/Non-Profit/Government Name		Point of contact First and Last Name	Title
Email Address		Phone Number	
Installation Address		City	State Zip Code
County	Congressional District*	Legislative District*	
Mailing Address (If different from Installation Address)		City	State Zip Code
Primary Point of Contact			

*Find MD Congressional and Legislative Districts at <https://www.mdelect.net>

Section 4 - Site Owner - AFTER REVIEWING THE FUNDING OPPORTUNITY ANNOUCEMENT AT https://energy.maryland.gov/business/Pages/Incentives/CleanEnergyGrants.aspx , REVIEW AND SIGN THE STATEMENT BELOW.	
<p>I certify that I am authorized by the site owner to submit this document and to provide on behalf of the site owner all of the information contained in the completion certificate. The site owner cited in section 3 owns and controls the site of the "Project" that is the subject of this completion certificate. The site owner agreed to the construction and operation of the Project by the system owner in accordance with all applicable Federal, State, and local laws, regulations and all other legally binding requirements. <u>For businesses and nonprofits:</u> I affirm the site owner is a business registered to do business in the State of Maryland, and is in good standing with the Maryland State Department of Assessments and Taxation. The site owner has read and agreed to the Commercial Clean Energy Rebate Program Funding Opportunity Announcement. The site owner attests that it has not, and will not, knowingly make or cause to made any false statement or report in any document required to be furnished by MEA in relation to the Rebate Program.</p>	
Print Full Legal Name	Title
Handwritten Signature	Date Signed
X	

Section 5 - Clean Energy System Information (as installed)			
Clean Energy Technology	System Capacity	Total System Cost	Rebate Amount
<input type="radio"/> Solar Photovoltaic (PV)		kW-DC	
<input type="radio"/> Solar Water Heating (SWH)		sq. ft.	
<input type="radio"/> Geothermal Heat Pump (GEO)		tons	
For Solar PV Projects Only : Indicate array location			
Roof Mounted Array	<input type="radio"/>	Ground Mounted Array	<input type="radio"/>
Section 5.1 - Business/Building Description (e.g., What is the use of the building where the project is being installed?)			

Section 6 - Permitting & Installation information

State the Permitting Authority (County or Municipality having jurisdiction) and all applicable permit numbers and dates of final inspections, below.

Circles Y or N

**FINAL INSPECTION
DATE**

Required?	Permitting Authority	Building Permit Number	Date <i>Passed</i>
Y/N			
Required?	Permitting Authority	Electrical Permit Number	Date <i>Passed</i>
Y/N			
Required?	Permitting Authority	Zoning Permit Number	Date <i>Passed</i>
Y/N			
Required?	Permitting Authority	Plumbing Permit Number	Date <i>Passed</i>
Y/N			

Project Information:

Project Start Date	Project Completion Date	Total Person Hours Worked
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The following question applies to Solar Water Heating Systems Only (otherwise leave blank).

Indicate Type of Hot Water Heater Replaced:

<input type="radio"/>	Electric
<input type="radio"/>	Non-Electric
<input type="radio"/>	N/A - New Construction

Section 7 - System and Site Verification by Installation Contractor Information (to be Completed by Installation Contractor)

Company Name	Type of Contractor License	License Number	
Name of Contact Person	Title of Contact Person		
Company phone number	Contact Person's Email Address		
Company Street Address	City	State	Zip Code

Section 7.A - For Solar PV Systems Only: MANDATORY (To be completed by Installation Contractor)

Name of NABCEP PV Installation Professional	NABCEP Certification Number

Section 8 - Installation Contractor's Signature - AFTER REVIEWING THE FUNDING OPPORTUNITY ANNOUNCEMENT AT <https://energy.maryland.gov/business/Pages/Incentives/CleanEnergyGrants.aspx>, REVIEW AND SIGN THE STATEMENT BELOW

I certify that I am authorized by the installation contractor to submit this document and to provide on behalf of the installation contractor all of the information contained in this section. The installation contractor has installed the qualified clean energy conversion system "Project" proposed in this completion certificate. The installation contractor has constructed the Project in accordance with all local, State, and federal permitting and licensing requirements, and the terms, conditions, and requirements of MEA's Rebate Program as specified in the FY22 Commercial Clean Energy Rebate Program Funding Opportunity Announcement. The installation contractor hereby affirms that the qualified clean energy conversion system will meet minimum system requirements, and that each component of the system is listed or labeled by a recognized national testing laboratory. The installation contractor conveyed an estimate of system performance to both the site owner and the system owner that is both reasonable and accurate to the best of its knowledge, information and belief. The installation contracting company is registered to do business in the State of Maryland and is in good standing with the Maryland State Department of Assessments and Taxation. The installation contractor possesses all licenses and certifications required by all applicable Federal, State and local laws, regulations, and other legally binding requirements. The installation contractor attests that it has not, and will not, knowingly make or cause to be made any false statement or report in any document required to be furnished to MEA in relation to the Rebate Program.

Print Full Legal Name	Title
Handwritten Signature	Date Signed
X	

Section 9 - Comments (Include any additional comments relating to the project or Rebate application.)